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Reports

12 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Reports Management

1. The Agency Reports Management Task Force met at the call of the Chairman, [] Deputy Director of the Office of Planning, Programming and Budgeting to discuss progress toward meeting the reporting

[]

2. [] explained the purpose of the meeting and asked each of the Directorate representatives for a report of progress and their individual estimates about whether they would be able to meet the reporting deadlines. Each of the Directorates said they would be able to have their final reports ready in plenty of time. [] described some of the difficulties being experienced with the costing of reports produced in the Support Directorate. The guidance he got was that we need not be too concerned about precision reporting. Mr. Stewart asked him for before and after statistics on the number of reports and pages produced.

3. [] raised the general question of follow-on action for the Task Force and for the Agency in the field of reports management and control. He referred to a memorandum I had written to him a few months ago (copy attached) and asked me to present its essence to those present. I had some difficulty recalling what it said but a post-meeting review confirms that I covered most of the points made in the memorandum. [] said that he felt if there was to be a continuing reports management program it could be administered best at the level of one of the Directorates and asked whether I thought the present rules and regulations were adequate to support such an approach. I answered emphatically in the negative and described what I consider to be the inadequacies of the present regulation

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and records management structure. [] said he disagreed with the notion that records management should be centralized, if indeed that was what I was suggesting, and said he thought it should be handled at the Directorate level. I said I didn't think that was adequate but if the Agency wanted to proceed in that way then there should be a policy statement saying so; we should abolish the Records Administration Branch and stop kidding ourselves that we have an Agency records management program.

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4. Mr. Stewart said he agreed with much of what I said and that he felt rather strongly that records management should be a part of information processing management and that this was all tied up with other ideas he has about organization and the relationship between Communications and Computer Services.

5. [] said that he was planning to propose that the Task Force be abolished and there was unanimous agreement. He said he thought it would be useful to maintain an annual inventory of reports and thought this might be mechanized as a tool for management review. [] suggested that reporting about reports management be incorporated in the annual program submissions. I said that I would doubt that the value we might get from maintaining an inventory would justify the work that would be required to establish and maintain it. We should be more interested in the question of whether the stuff we are reporting is worth reporting than we are in counting the number of reports. Mr. Stewart said that he thought an inventory would serve a useful purpose and no one else had any serious objections.

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6. [] said that he would propose to Colonel White that the Task Force be abolished and that an inventory be maintained. He was not sure at the moment what else he might have to say but if he decided to say anything of any significance he would coordinate a draft paper before submitting it.

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Att.

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